

**Middlesex Community College**  
**Dean of Administrative Services**  
Full time, 12 months

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

- Open To:** The Public
- Location:** Middlesex Community College
- Hours:** Full Time, 40 hours a week
- Salary:** \$106,816 approximate annual, plus excellent medical insurance, retirement and related fringe benefits
- Closing Date:** All applications must be received by Monday, March 2, 2015 no later than 4:00 pm.
- General Requirements:** Education: A Master's degree in Business or Public Administration, Management, or other Master's degree appropriate to the responsibilities of the position is required.
- Experience: Six years of significant administrative experience including three years of supervisory experience. Demonstrated success in developing, implementing and managing construction/master planning projects. Experience with and understanding of budget preparation and fiscal management, including purchasing operations; facilities management; and vendor operations (e.g., cafeteria, bookstore, and public safety). Demonstrated computer literacy skills. Demonstrated ability to prioritize and execute in a fast-paced and challenging environment. Demonstrated analytical skills, along with a collaborative and collegial management style, excellent and transparent communication skills, and the ability to forge effective work relationships with a broad range of internal and external constituents.
- A demonstrated understanding of the mission of the community college and a demonstrated ability to respond to and work with multiple constituencies are essential to this position.
- Preferred Qualifications:** Work experience beyond six years that includes supervising in a collective bargaining environment. Professional work experience in higher education, particularly in a community college. Experience with and understanding of Financial Aid processes. Proficiency in Microsoft Office Suite, BANNER, CORE-CT. Experience and skill in using financial modeling techniques to enhance data-driven decision making.
- General Responsibilities:** The Dean of Administrative Services reports to the College President, under whose general direction and guidance the incumbent will serve as the chief fiscal and administrative officer of the college, supervising the Business Office, Information Technology and Maintenance, as well as related functions as assigned. The Dean is responsible for assuring that all Administrative Services programs, support services, resources and systems are effective, efficient and meet the needs of internal and external college stakeholders. The Dean is responsible for providing effective leadership and vision to the operations reporting to him/her; and also for leading strategic planning efforts on behalf of the college. The incumbent supervises direct reports and oversees the supervision of employees reporting to his/her direct reports.
- In addition, the individual will be expected to attend and participate in convocation and commencement ceremonies, serve on committees and task forces, and engage in professional development activities. This position may require evening and occasional weekend work.
- Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience prepare them for the responsibilities of this position and by providing appropriate references.
- Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
- Application Instructions:** Send letter of intent, Board of Regents application (available at <http://mxcc.edu/jobs/>), resume, copies of undergraduate and graduate transcripts, and the names of and contact information for three references to the attention of:

**Noreen Wilson**  
**Human Resources**  
**MIDDLESEX COMMUNITY COLLEGE**  
**100 Training Hill Road**  
**Middletown, CT 06457**  
**Fax: 860-343-5870**  
**Or email to: [MX-HR-Recruitment@mxcc.commnet.edu](mailto:MX-HR-Recruitment@mxcc.commnet.edu)**

For more information about Middlesex Community College please visit our website, [www.mxcc.commnet.edu](http://www.mxcc.commnet.edu)

**MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER, M/F PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, [amaslin@mxcc.edu](mailto:amaslin@mxcc.edu); 860-343-5759; Queen Fordham, Secondary Title IX Coordinator, [qfordham@mxcc.edu](mailto:qfordham@mxcc.edu), 203-608-3011; or Mary Lou Phillips, Secondary Title IX Coordinator, [mphillips@mxcc.edu](mailto:mphillips@mxcc.edu).